

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Child Health Care
Policy Number: 9.00.02
Policy Name: Help Me Grow (HMG) Services

Original Effective Date: 01/01/2006
Revision Date(s): 09/01/2021, 09/01/2018, 09/01/2015, 06/01/2009
Current Revision Date: 09/01/2024
Approved By: Jacqueline M. Fletcher

PURPOSE: To set forth a policy and protocol for the provision of Help Me Grow (HMG) services for children involved with the Cuyahoga County Division of Children and Family Services (CCDCFS), pursuant to Ohio Department of Job and Family Services (ODJFS) Rule 5101:2-42-66.1 Comprehensive Health Care for Children in Placement and 5101:2-36-03 PCSA Requirements for Intra-Familial Child Abuse and/or Neglect Assessment/Investigations.

SCOPE: This policy applies to all CCDCFS staff who work with custody and non-custody children.

POLICY

CCDCFS coordinates referrals to HMG when a child under the age of 33 months is involved with a substantiated case of child abuse or neglect as mandated by the Child Abuse Protection and Treatment Act (CAPTA) amendment Keeping Children and Families Safe Act of 2003. In addition, CCDCFS refers children under the age of 33 months and their families identified as needing a developmental assessment, service coordination, and/or developmental services (i.e., speech therapy, occupational therapy, physical therapy, and/or developmental specialist services) or parents who can benefit from Home Visitation (education, developmental guidance, social and emotional support) through the CCDCFS/HMG referral agreement related to specific reasons for referrals identified in the procedures below.

PROCEDURES

- I. Within two (2) business days after abuse or neglect is substantiated, CCDCFS Worker of Record (WOR) will refer an involved child under the age of 33 months, to Help Me Grow (HMG) for services pursuant to the Child Abuse Prevention and Treatment and Adoption Reform Act (CAPTA).
- II. Within two (2) business days of completion of the assessment/investigation, CCDCFS WOR will refer any infant born and identified as being affected by

legal or illegal substance abuse or withdrawal symptoms or fetal alcohol spectrum disorder resulting from prenatal drug exposure to HMG services.

- III. CCDCFS WOR may refer all children under the age of 33 months and their families identified as needing Early Intervention (development assessment, service coordination, and developmental services such as speech therapy, occupational therapy, physical therapy, and/or developmental specialist services) to address motor, adaptive functioning, speech/language, cognitive and/or social-emotional needs or parents who can benefit from Home Visitation (education, developmental guidance, social and emotional support).
- IV. CCDCFS will refer all children under the age of 33 months who are suspected of having a developmental delay to Help Me Grow Early Intervention (developmental assessment, service coordination, and developmental services such as speech therapy, occupational therapy, physical therapy, and/or developmental specialist services) to address motor, adaptive functioning, speech/language, cognitive and/or social-emotional needs.
- V. For children under the age of 33 months with an indicated case of child abuse or neglect, the WOR presents information about Help Me Grow Services (Early Intervention and Home Visitation) to the family, encourages the family to participate, and refers those families interested in services. The WOR presents HMG information again throughout the case to a family that initially declined services.
- VI. For all other families with children under the age of 33 months, and for cases involving pregnant mothers, the WOR presents information about Help Me Grow Services (Early Intervention and Home Visitation), encourages families to participate, and makes referrals for those who are interested in HMG services.
- VII. CCDCFS WOR may refer children under the age of 33 months to Help Me Grow Home Visitation for (education, developmental guidance, social and emotional support) in three instances:
 - a. If the parent retains custody, they can participate in HMG Home Visitation with their child.
 - b. If the child is in CCDCFS custody, the foster or kinship caregiver can participate in HMG Home Visitation with the child.
 - c. If the child is in CCDCFS custody, the parent(s) can participate in HMG Home Visitation when they are actively working toward reunification at the time of approval for overnight visits.
- VIII. CCDCFS utilizes the appropriate referral forms located in SACWIS in the referral process, except when referring a pregnant mother. Referrals for pregnant mother are completed by Help Me Grow Liaison when requested by WOR.

- IX. Completed referrals are submitted to the CCDCFS Help Me Grow Liaison for forwarding. Upon receipt, the Help Me Grow Liaison scans and emails the completed referrals to the HMG Intake & Referral Specialist. CCDCFS staff located in a neighborhood office may email completed referrals to the Help Me Grow Liaison, or fax them to (216) 432-5037.

SEE ALSO:

Ohio Administrative Code

Section: 5101:2-40-02 Supportive Services

Section: 5101:2-42-66.1 Comprehensive Health Care for Children in Placement

Section: 5101:2-36-03 PCSA Requirements for Intra-Familial Child Abuse and/or Neglect Assessment/Investigations

Cuyahoga County Division of Children and Family Services Policies and Procedures Manual

Policy 2.03.00 – Investigations and Assessments

Policy 9.00.01 – Comprehensive Health Care for Children in Placement and HIPAA Signature Approval

FORM

Location: SACWIS

Public Children's Services Agency (PCSA) Referral Form HEA #8021